

**COTS Organizational Workgroup
Meeting Minutes
March 8, 2000**

Members Present: Jerry Simonoff, DTP; Mike Thomas, DIT; Dan Ziomek, DTP; Mike O'Neil, DSS; Andy Poarch, DIT; Murali Rao, DOT; Bernie Hill, DOC; Ray Davis, DGIF; Ulysses Brown, DHR; Bryan Drake, DIT.

Members Absent: : Gerry Pacyna, SCC; Ted Woods, VHDA.

Guests: Ray Lindquist, Parikh Advanced Systems; Paul Bucher, METRO Information Services; Murray Rosenberg, DTP.

Agenda:

9:30 to 9:35 Opening remarks - Jerry Simonoff

9:35 to 9:45 Transition of Chairmanship Û Remarks by Ray Davis

9:45 to 10:45 Organization of the COTS Enterprise Architecture Workgroup

10:45 to 11:00 Membership of COTS Û ORG; Liaison to COTS Communications Workgroup

11:00 to 11:10 COTS Û ORG Participation in SoTech Customer Summit (May 10, 2000)

11:10 to 11:30 COTS - ORG Agenda for 2000

11:30 to 11:40 Location, Date & Time of Next Meeting(s)?

Discussion:

Jerry Simonoff opened the meeting by thanking members for their support during his chairmanship and announced that Ray Davis would be taking over as the new chairman. Ray Davis asked members for their continued support as the workgroup completes the handoff of the EA Initiative to the new EA Workgroup and begins to tackle other significant IT organizational issues.

Members discussed various strategies for establishing the new EA Workgroup. After lengthy discussion, the consensus of the Organizational Workgroup was that an EA Workgroup member nomination process should be developed for approval and implementation by COTS. A pool of 50-100 applicants, with both business and technology expertise, would be nominated by COTS members. The Secretary of

Technology and COTS would then approve a final workgroup of approximately 12 members. The same pool of applicants would also be used as a source of members for the EA Domain Teams. As part of the nomination package, members asked that the current EA Governance model be revised to incorporate a more collaborative and less hierarchical view of the EA Team. Dan Ziomek promised to draft and coordinate the nomination package with Organizational Workgroup members for presentation to COTS on March 23, 2000.

Following discussion of the EA Workgroup organization and membership selection strategy, current Organizational Workgroup members were asked to confirm their continued membership in the group now that it would move on to topics other than EA. All current members, who were present for the meeting, confirmed their continued interest and membership.

Jerry Simonoff briefed members on the work of the new COTS Communications Workgroup. At the first meeting of the Communications Workgroup, Don Upson asked that each of the COTS Workgroups be represented. Ray Davis asked if any member had an interest in acting as the COTS Organizational Workgroup representative and, if so, to advise him of their interest at or before the next meeting. Jerry Simonoff will continue to fulfill that role, on an interim basis, until Ray selects a new representative.

Members briefly discussed the subject of the COTS Organizational Workgroup sponsoring one or more breakout sessions at the May 10th SoTech Customer Summit. As of this writing, "Project Oversight" is the one topic on the draft Customer Summit agenda that is directly related to the planned work of the workgroup. Ray Davis asked members to give this issue consideration and be prepared to make recommendations at the April meeting.

The final agenda item was a review of possible topics that the Organizational Workgroup may want to address in the coming months. Ray Davis asked members to review the proposed topics and come to the next meeting prepared to set a prioritized workgroup agenda for the coming year. Possible topics for 2000 include:

- IT/CIO Governance: What framework or processes should be established and documented, at a Commonwealth level, to insure continued and consistent implementation of the IT governance role assigned to the Secretary of Technology?
- Technology Project Oversight: What specific policies and processes should be established to carry out the project oversight role assigned, by law, to the Secretary of Technology?
- Project Management Development Program: How can the Commonwealth insure better management of IT development and implementation projects?
- Policy Guidance: What are the policies that should be in place to manage IT in the Commonwealth? Which current policies require update or cancellation? What new policies should be developed? In what priority sequence should policies be addressed?
- Best Practices Center: Why? What? When? How? Where?
- CIO/AIO Development Program: How should the Commonwealth develop IT leaders? What policies and processes should be established to implement the AIO liaison function, directed by

law and intended to facilitate coordination between designated departments and the Office of the Secretary of Technology?

The next meeting date for the COTS Organizational Workgroup was set for April 11, 2000. The meeting will be conducted at the Department of Game and Inland Fisheries starting at 2